

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
E-Mail: BrownCountyCountyBoard@co.brown.wi.us  
P. O. BOX 23600



GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
MAY 13 – 17, 2019**

**MONDAY, MAY 13, 2019**

*4:30 pm	Neville Public Museum Governing Board	3 <sup>rd</sup> Fl. Board Rm., Neville Public Museum 210 Museum Place
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**TUESDAY, MAY 14, 2019**

(No Meetings)

**WEDNESDAY, MAY 15, 2019**

*6:00 pm	Education & Recreation Committee – <i>Special Meeting</i>	Room 207, City Hall 100 N. Jefferson Street
*7:00 pm	Brown County Board of Supervisors	Legislative Room 203, City Hall 100 N. Jefferson Street

**THURSDAY, MAY 16, 2019**

*5:15 pm	Library Board	Central Library 515 Pine Street
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**FRIDAY, MAY 17, 2019**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BUILDING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

**AGENDA**

**May 13, 2019**

**4:30 p.m.**

**Neville Public Museum**

**Boardroom**

**3<sup>rd</sup> floor**

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- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
  - a. Budget Status and Update
  - b. Core Gallery Interpretive Plan Update
  - c. Outreach and Advocacy Update
- IV. Such other matters as authorized by law
- V. Adjournment

Kevin Kuehn, Chair

*Please contact Beth Lemke at 448-7848 if you cannot attend this meeting*

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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## EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **SPECIAL EDUCATION & RECREATION COMMITTEE**

**WEDNESDAY, MAY 15, 2019**

**6:00 pm**

**Room 207, City Hall**

**100 N. Jefferson St., Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Resch Center/Arena**

1. **Closed Session:** Resch Center and Expo Center, including Resch Center Lease and Expo Center Management Agreements.
  - a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
2. **Resolution Authorizing Resch Center Lease Agreement and Expo Center Management Agreement.**
3. **Such other matters as authorized by law.**
4. **Adjourn.**

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on Wednesday, May 15, 2019 at 7:00 p.m., in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

### **\*\* Presentations \*\***

**Commendations to Brown County Students Sam Stanko, Sawyer Grovogel and Taylor Gillis  
for Earning a Perfect 36 on the ACT Test**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Approval of Minutes of April 17, 2019.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
  - a. Late Communications.
6. **Appointments by County Board Chair and Board of Supervisors Committee as a Whole: (None)**
7. **Confirmation/Appointments by County Executive:**
  - a. Appointment of Sarah Wallace to Land Information Council.

8. **Reports of the:**
  - a. County Board Chair.
  - b. County Executive.
9. **Other Reports: (None)**
10. **Standing Committee Reports:**

**a) REPORT OF ADMINISTRATION COMMITTEE OF MAY 2, 2019:**

1. Review minutes of:
  - a. Housing Authority (February 18, 2019). Receive and place on file.
2. Veterans' Services - Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary. To approve. See Resolutions & Ordinances.
3. County Clerk - Budget Adjustment Request (19-036): Reallocation between two or more departments, regardless of amount. To approve.
4. Child Support - Budget Status Financial Report for February 2019 – Unaudited. Receive and place on file.
5. Child Support - Departmental Openings Summary – April 2019. Receive and place on file.
6. Child Support - Director Summary for April 2019. Receive and place on file.
7. Technology Services - Budget Status Financial Report for February 2019 - Unaudited. Receive and place on file.
8. Technology Services - Hall of Fame Box Move. Receive and place on file.
9. Technology Services - Director's Report. Receive and place on file.
10. Treasurer - Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
AL-1094-3	347 Greene Ave
B-367-8	2476 Valley Heights Drive
HM-123	Finger Road
HM-124	425 S. Vandenberg Road
M-253-2	4550 Lark Road
M-332-2	3531 Park Road
M-760	3723 Wayside Road
R-235-1	Big Valley Road
R-319-1	Lasee Road
W-116	2569 Apple Creek Road
W-116-2	Apple Creek Road
1-936-B	1321 S. Broadway
1-950	827 Ninth Street
17-880	445 S. Baird St.
18-58	1117 Shea Ave.
20-400	Vanderbraak St.
20-413-7	1267 Weise St.
21-455-2	2221 Manitowoc Road
21-1614	1332 Klaus St.
3-40	852 Shawano Ave.

- i) To allow the Treasurer to sell back Parcel M-253-2 for the amount of \$5,570.53.
- ii) To give the Treasurer the authority to continue processing the remaining properties.

11. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcel from the 30 DAY EXTENSION ORDER of Circuit Court Case # 18CV1314:  

<u>Parcel</u>	<u>Address</u>
3-1063-2	227 S Buchanan St.

To give the Treasurer the authority to continue processing the property.
12. Discussion and possible action on the sale to adjoining property Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 16CV1378:  

<u>Parcel</u>	<u>Address</u>
5-598-B	Dousman St.

To allow the Treasurer to negotiate the sale of the parcel to Widmer Properties LLC.
13. Review of Treasurers Dept. Final Budget Performance Report for 2018. Receive and place on file.
14. Budget Status Financial Report for Jan. - March 2019 – Unaudited. To hold for one month.
15. Treasurer's Report. Receive and place on file.
16. Administration - Budget Status Financial Report for February 2019 – Unaudited. Receive and place on file.
17. Administration – 2018 Balanced Budget Adjustment. To approve.
18. Administration - Budget Adjustment Log. Receive and place on file.
19. Administration - Director's Report. Receive and place on file.
20. Human Resources - Director's Report. Receive and place on file.
21. Audit of bills. To acknowledge receipt of the bills.

**b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF APRIL 25, 2019:**

1. Consent Agenda - Golf Course - Budget Status Financial Report for December 2018 – Unaudited. *See action at Item 9 below.*
2. Consent Agenda - Golf Course - Budget Status Financial Report for February 2019 – Unaudited. *See action at Item 9 below.*
3. Consent Agenda - Museum - Budget Status Financial Report for December 2018 – Unaudited. *See action at Item 9 below.*
4. Consent Agenda - Museum - Budget Status Financial Report for February 2019 – Unaudited. *See action at Item 9 below.*
5. Consent Agenda - NEW Zoo - Budget Status Financial Report for December 2018 – Unaudited. *See action at Item 9 below.*
6. Consent Agenda - NEW Zoo - Budget Status Financial Report for February 2019 – Unaudited. *See action at Item 9 below.*
7. Consent Agenda - Parks Management - Budget Status Financial Report for December 2018 – Unaudited. *See action at Item 9 below.*
8. Consent Agenda - Parks Management - Budget Status Financial Report for February 2019 – Unaudited. *See action at Item 9 below.*
9. Consent Agenda - Audit of Bills. To approve Items 1 – 9.
10. Golf Course - Superintendent's Report. *No action taken.*
11. Library - Director's Report. *No action taken.*
12. Museum - Director's Report. *No action taken.*
13. NEW Zoo - Director's Report. *No action taken.*
14. Park Management - Director's Report. *No action taken.*
15. Park Management - Fairgrounds Master Plan Final Report. To approve the Fairgrounds Master Plan Final Report.
16. Communication from Supervisor Lund re: To look at having a historical display at the new expo hall representing the historical figures that have performed at the Veteran's Memorial Arena. Refer to staff for consideration.
17. Museum – 2018 Balanced Budget Adjustment. To approve.
18. Parks – Discussion and possible action re: Fee Waiver Request of Approval from Trout Unlimited for use of the Reforestation Camp Pines Shelter on June 6<sup>th</sup> from 4pm-9pm. To approve.

**bi) REPORT OF SPECIAL EDUCATION & RECREATION COMMITTEE OF MAY 15, 2019:**

1. Closed Session: Resch Center and Expo Center, including Resch Center Lease and Expo Center Management Agreements.
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - c. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
2. Resolution Authorizing Resch Center Lease Agreement and Expo Center Management Agreement.

**c) REPORT OF EXECUTIVE COMMITTEE OF MAY 6, 2019:**

1. Review Minutes of:
  - a. Benefits Advisory Committee (February 14 & March 14, 2019). Receive and place on file the Benefits Advisory Committee February 14, 2019 minutes.
  - b. Citizens Redistricting Advisory Subcommittee (March 18, 2019). *These minutes were deleted from the agenda; no action taken.*
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance. To hold for one month.
4. Internal Auditor - Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Financial Report (Unaudited) – December 2018. Receive and place on file.
5. Internal Auditor - Board of Supervisors Budget Status Financial Report (Unaudited) – February 2019. Receive and place on file.
6. Internal Auditor - Status Update: April 1 – April 30, 2019. Receive and place on file.
7. Corporation Counsel - Oral Report. Receive and place on file.
8. Resolutions, Ordinances – 2018 Balanced Budget Adjustment.
  - i. To suspend the rules and take Items 8, 9, 10 and 11 together.
  - ii. To approve Items 8, 9, 10 and 11. See Resolutions & Ordinances.
9. Resolutions, Ordinances - Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position. *See action at Item 8. See Resolutions & Ordinances.*
10. Resolutions, Ordinances - Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions. *See action at Item 8. See Resolutions & Ordinances.*
11. Resolutions, Ordinances - Resolution regarding Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary. *See action at Item 8. See Resolutions & Ordinances.*

12. Dept. of Admin & HR - Director of Administration and Human Resources Report. Receive and place on file.
13. Closed Session: Resch Center and Expo Center, including Resch Center Lease and Expo Center Management Agreement.
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease. To enter into closed session.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease. To return to open session.
  - c. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease. To approve Resolution Authorizing Resch Center Lease Agreement and Expo Center Management Agreement as amended in closed session by adding additional language regarding maintenance reimbursement to Amended and Restated Lease Agreement. See Resolutions & Ordinances.

**d) REPORT OF HUMAN SERVICES COMMITTEE OF APRIL 24, 2019:**

1. Review Minutes of:
  - a. Children with Disabilities Education Board (March 19, 2019). Receive and place on file.
  - b. Criminal Justice Coordinating Board (April 9, 2019). Receive and place on file.
2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. To hold for 30 days.
3. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. To have Chair Hoyer work with Corp. Counsel to bring back a resolution to be voted on.
4. Wind Turbine Update - Receive new information – Standing Item. Receive and place on file.
5. Resolutions & Ordinances - Resolution Amending Membership of Criminal Justice Coordinating Board. To send this back to CJCIB so they can define exactly what they want. See Resolutions & Ordinances.
6. Resolutions & Ordinances – 2018 Balanced Budget Adjustment. To approve. See Resolutions & Ordinances.
7. Veterans - Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary. To approve. See Resolutions & Ordinances.
8. Health & Human Services Dept. - Budget Adjustment Request (18-150): Any increase in expenses with an offsetting increase in revenue. To approve.
9. Health & Human Services Dept. - Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position. To approve. See Resolutions & Ordinances.
10. Health & Human Services Dept. - Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions. To approve. See Resolutions & Ordinances.
11. Health & Human Services Dept. - Executive Director's Report. Receive and place on file.
12. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.



13. Health & Human Services Dept. - Statistical Reports.
  - a. Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. CTC Double Shifts.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
    - i. To suspend the rules to take Items 13 ai, aii, aiii, b & c together.
    - ii. To receive and place on file Items 13 ai, aii, aiii, b & c.
14. Health & Human Services Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contracts. To approve.
15. Audit of bills. To acknowledge receipt of the bills.

**e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF APRIL 22, 2019:**

1. Consent Agenda - Harbor Commission (February 11, 2019). *See action at Item 8.*
2. Consent Agenda - Planning Commission Board of Directors (February 6, 2019). *See action at Item 8.*
3. Consent Agenda - Solid Waste Board (March 18, 2019). *See action at Item 8.*
4. Consent Agenda - Airport - Budget Status Financial Report for December 2018 and February 2019 – Unaudited. *See action at Item 8.*
5. Consent Agenda - Planning Commission – Budget Status Financial Report for December 2018, January and February 2019 – Unaudited. *See action at Item 8.*
6. Consent Agenda - Property Listing - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited. *See action at Item 8.*
7. Consent Agenda - Zoning - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited. *See action at Item 8.*
8. Consent Agenda - Register of Deeds - Budget Status Financial Report for December 2018 – Unaudited.
  - i. To suspend the rules to take Items 1 – 8 together.
  - ii. To receive and place on file Items 1 – 8.
9. Communication from Supervisors Van Dyck and Deslauriers: Request that prior to any consideration being given to BC Organics to lease County owned property in Southern Brown County, that the Port and Solid Waste Authority require BC Organics to engage the services of a waste water expert to advise the County on the viability of the water treatment methodology being proposed by BC Organics waste water expert to be selected at the discretion of the County and paid for by BC Organics. *Item held for a month under Approve/Modify Agenda.*
10. Resolutions & Ordinances - 2018 Balanced Budget Adjustment. To approve. See Resolutions & Ordinances.
11. Extension Brown County - Director's Report. Receive and place on file.
12. Register of Deeds Annual Report. Receive and place on file.
13. Airport - 12+-Hour Shift Report. Receive and place on file.
14. Airport - Open Positions Report. Receive and place on file.
15. Airport - Director's Report.
  - a. Air Service Updates.
  - b. Upcoming Events. Receive and place on file.
16. Port & Resource Recovery - Refuse Transfer Station Scale RFB – Request for Approval. To approve Valley Scale for \$72,763.00 for Project #2315 Transfer Station 2<sup>nd</sup> Truck Scale.
17. Port & Resource Recovery - Refuse Transfer Station Scale House Remodeling RFB – Request for Approval. To award the bid for Project 2316 Transfer Station Scale House Remodel to Mission Support Services (MS2) for \$44,315.00.
18. Port & Resource Recovery - Federal Policy Positions – Request for Approval. To approve the Federal Policy Positions.
19. Port & Resource Recovery - Director's Report. Receive and place on file.
20. Public Works - Summary of Operations Report. Receive and place on file.
21. Public Works - Director's Report. Receive and place on file.

22. Acknowledging the bills. To acknowledge receipt of the bills.

**ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF APRIL 22, 2019:**

1. Open Positions Report. Receive and place on file.
2. Financials.
  - a. Budget Status Report (Unaudited) December 31, 2018.
  - b. Budget Status Report (Unaudited) January 31, 2019.
  - c. Budget Status Report (Unaudited) February 29, 2019.
    - i. To suspend the rules to take Items 2a, b & c together.
    - ii. To receive and place on file Items 2a, b & c.
3. Directors Report:
  - a. Presentation, Ryan Jacques Glacierland RC&D.
  - b. Plum and Kankapot watershed project update. Receive and place on file.

**f) REPORT OF PUBLIC SAFETY COMMITTEE OF MAY 1, 2019:**

1. Review Minutes of:
  - a. Criminal Justice Coordinating Board (April 9, 2019). Receive and place on file.
2. Presentation by Venture Architects regarding Jail Expansion and Medical Examiner Schematic Design. *No action taken.*
3. Resolutions & Ordinances - 2018 Balanced Budget. To approve and forward to Executive Committee. See Resolutions & Ordinances.
4. Resolutions & Ordinances - Resolution Amending Membership of Criminal Justice Coordinating Board. To refer back to Criminal Justice Coordinating Board. See Resolutions & Ordinances.
5. Public Safety Communications - Director's Report. Receive and place on file.
6. Emergency Management - Director's Report. Receive and place on file.
7. District Attorney Report. *No report, no action taken.*
8. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for November 2018. Receive and place on file.
9. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for January and February 2019. Receive and place on file.
10. Circuit Courts, Commissioners, Probate - Report re: The costs for court appointed attorneys. To hold for one month and ask Judge Atkinson or a designee to attend the next Public Safety Committee meeting to report.
11. Circuit Courts, Commissioners, Probate - Director's Report. *No report; no action taken.*
12. Clerk of Courts Report. Receive and place on file.
13. Medical Examiner - 2019 Medical Examiner Activity Spreadsheet. Receive and place on file.
14. Medical Examiner's Report. Receive and place on file.
15. Sheriff - Update re: Jail Addition – Standing Item. *No action taken.*
16. Sheriff - Budget Adjustment Request (19-033): Any increase in expenses with an offsetting increase in revenue. To approve.
17. Sheriff's Report. Receive and place on file.
18. Communication from Supervisor DeWane re: To discuss with possible action regulations for carrying guns in to certain county buildings per Mike Shea. To refer to Corporation Counsel and Public Works for clarification regarding the posting at the East Branch Library and broader explanation.
19. Communication from Vice Chair Lund re: To have the Human Services and Public Works look at how we can organize flood relief response in Brown County. Receive and place on file.
20. Communication from Supervisor Buckley re: Have Emergency Management give a breakdown on the East River Flood Response at the May 1<sup>st</sup> Public Safety Committee meeting. To refer to Emergency Management Director to bring back information regarding the 211 system to the next Public Safety Committee meeting.
21. Communication from Supervisor Deslauriers re: Whereas the Brown County Board of Supervisors has the legal authority to restore 'Protective Occupation Participant' status to Brown County Corrections

Officers and, Based on the criteria established in Wisconsin Statute 40.02(48)(a), the “principal duties” of Brown County Corrections Officers “involve active law enforcement,” requires “frequent exposure to a high degree of danger or peril,” and also requires “a high degree of physical condition,” and Based on chronic Correction Officer understaffing (that will potentially be made worse with the expansion of the Brown County jail), that it is important to the health, safety, and welfare of Corrections Officers, our inmates, and the general public to provide a stronger incentive package to attract and maintain Corrections Officers, and Based on the costs of restoring protective status when compared to the costs to recruit and train new Corrections Officers, Brown County sees the financial value of restoring protective status. That the Brown County Board of Supervisors supports restoring and funding ‘Protective Status with Social Security’ for Brown County Corrections Officers. To hold Item 21 until after Item 22 a, b and c are concluded.

22. Closed Session:

- a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1) regarding convening into closed session for the following purpose: Pursuant to Wis. Stat. § 19.85(1)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner’s Office. To enter into closed session.
- b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into closed session for the following purpose: Pursuant to Wis. Stat. § 19.85(1)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner’s Office. *No action taken.*
- c. Reconvene in Open Session: The Committee shall reconvene into open session for possible voting and/or other action with respect to the closed session item mentioned above. *No action taken.*
- d. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following purpose: Pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral advice concerning strategy and other legal issues with respect to litigation in which Brown County is or is likely to become involved in, in particular, with respect to the over twenty appeals that are in litigation involving the issue of whether County Jailers qualify for Protective Employment Status. To enter into closed session.
- e. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Board of Supervisors shall convene into closed session for the following purpose: Pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral advice concerning strategy and other legal issues with respect to litigation in which Brown County is or is likely to become involved in, in particular, with respect to the over twenty appeals that are in litigation involving the issue of whether County Jailers qualify for Protective Employment Status. *No action taken.*
- f. Reconvene in Open Session: The ~~Brown County Library Board~~ Committee shall reconvene into open session for possible voting and/or other action with respect to the closed session item mentioned above. *No action taken.*

23. Audit of the bills. To acknowledge receipt of the bills.

11. **Resolutions & Ordinances.**

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration Committee, Executive Committee and Human Services Committee**

- b. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

**Administration Committee; Education & Recreation Committee; Executive Committee; Human Services Committee; Planning Development & Transportation Committee; and Public Safety Committee**

- c. 2018 Balanced Budget Adjustment.

**Executive Committee and Human Services Committee**

- d. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position.
- e. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions.

**Human Services Committee and Public Safety Committee**

- f. Resolution Amending Membership of Criminal Justice Coordinating Board.

**Executive Committee and (Special) Education and Recreation Committee**

- g. Resolution Authorizing Resch Center Lease Agreement and Expo Center Management Agreement. Includes attached: 1) Resch Center Lease Agreement *\*As Amended at the 05-06-2019 Executive Committee Meeting\**; and 2) Expo Center Management Agreement.

- 12. **Closed Session:** Resch Center and Expo Center, including Resch Center Lease and Expo Center Management Agreement.
  - a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
- 13. Such other matters as authorized by law.
- 14. Bills over \$5,000 for period ending April 30, 2019.
- 15. Closing Roll Call.
- 16. Adjournment to **Wednesday, June 19, 2019 at 7:00 P.M.,** Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

**LIBRARY**

*Brown County*

BROWN COUNTY LIBRARY  
515 PINE STREET  
GREEN BAY, WISCONSIN 54301-5194

[www.browncountylibrary.org](http://www.browncountylibrary.org)



**SARAH A. SUGDEN**  
EXECUTIVE DIRECTOR

[Sarah.Sugden@co.brown.wi.us](mailto:Sarah.Sugden@co.brown.wi.us)  
(920) 448-5810

**BROWN COUNTY LIBRARY BOARD  
CENTRAL LIBRARY**

515 Pine Street, Green Bay, WI 54301

**Thursday, May 16, 2019**

**5:15 p.m.**

**AGENDA**

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public
  - A. Presentation by Youth Services Manager
4. Library Business
  - A. Approve Financial, and Gifts, Grants and Donation Reports
  - B. Facilities Report
  - C. Personnel Update
  - D. Communications/Programming Update
5. Approve Table of Organization Change
6. Approve Reclassification of Collection Development Manager Job Description
7. Discussion and Possible Action – Maintenance Mechanic Job Description
8. Approve Out-of-County Travel – American Library Association, Washington, D.C.; and Association of Rural and Small Libraries, Burlington, VT.
9. Discussion and Possible Action – Change of Day for Library Board Meeting
10. Open Session: Discussion and possible motion to convene in closed session
11. Closed Session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.
12. Reconvene in Open Session: Approve any action recommended in Closed Session.

13. President's Report

14. Library Director's Report

15. Other Business

16. Such Other Matters as are Authorized by Law

17. Adjournment



*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made. Notice is hereby given that action by the Library Board may be taken on any of the items, which are described or listed in this agenda.*

**John Van Dyck**  
Library Board President



# May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 4 pm	2 Admin Cmte. 5:30 pm	3	4
5	6 Exec Committee 5:30 pm	7	8	9	10	11
12 	13	14	15 Spec. Ed & Rec 6:00 pm County Board 7 pm	16	17	18
19	20	21 Vets 4:30 pm	22 Human Services 6:00 pm	23	24	25
26	27  PD&T & Land Con Moved to June 3	28	29	30 Ed & Rec 5:30pm	31	

## **BROWN COUNTY COMMITTEE MINUTES**

- Library Board (February 21 & March 25, 2019)
- Planning Commission Board of Directors (April 3, 2019)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on February 21, 2019 at 5:15 p.m. at the Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, MARISSA MELI (5:55pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN (arrived at 5:52 pm) and JOHN VANDER LEEST

**EXCUSED:** KAYLA JACOBSON

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, Emily Rogers, and Karla Giraldez (staff); Alex Tran (County Board Supervisor); and Garritt Bader (Rise & Grind).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:23 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES Motion** by Running, seconded by Rodriguez, to approve the agenda and minutes.  
**Motion carried.**

**Motion** by Pletcher, seconded by Meli, to suspend the rules for Garritt Bader to have the floor. **Motion carried.** Garritt reported that business is going well on the third floor – largely good. An item of concern is that for several months, the most western elevator shuts down because the outside door does not close all the way. The other elevator also shuts down. Recently when this happened, staff and customers were stuck on the third floor. Bader would like a resolution for uninterrupted business to occur. There is a back elevator and fire escape stairwells. While they are not for general public use and somewhat inconvenient. Bader would like some degree of expectation to know when the door will be fixed. He has withheld the February rent payment because of this issue.

Beyler reported that four service calls were made since September 2018. Otis' Service Manager's opinion is that it is not an ongoing situation. Otis elevator has a service contract for the county. Van Dyck suggested that maybe someone from the county call to request the opinion of a mechanic for the elevator situation overall. To employ the option of the emergency exit staircases doors would have to be changed for regular use. Otis needs to make this a priority before something happens. Sugden asked for written documentation of times when there problems so the library can respond appropriately. An update on the elevators will be included on the March agenda.

**Motion** by Running, seconded by Pletcher, to return to the regular business of the agenda. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**Presentation by Ashwaubenon Branch Manager** Karl Giraldez introduced herself to the board and gave an overview of time at the library – she worked at the East Branch for 10 years; the Southwest Branch for four years and most recently at the Ashwaubenon for five years. The Ashwaubenon Branch large print, new and adult fiction collections circulate very well. The branch is 5<sup>th</sup> in the system for checkouts and people visits have increased 6.1%. The new furniture has been a big improvement for the branch, making it more attractive and airier. She is proud that customers raised the funds to purchase the furniture (via a matching grant). The branch also has new landscaping, lights and gutters.

Children are a big bulk of their service population as are seniors. There is a large after-school crowd since the library is within walking distance from the elementary, middle and high school. Diverse populations served include eastern Indian families. There is a regular Internet crowd and they are happy the branch opens at 9 am. Attendance at storytime fluctuates between 20 and 50. Friday storytimes are popular since the Ashwaubenon Branch is the only location that has a Friday offering. Upcoming programs include a performance by guitarist Gladius coupled with related guitar programs; third annual fish boil; and the mascot reveal for the Green Bay Booyah baseball team.

Three book groups are offered ABC Readers (about 20 women); a fairly new book club for men that reads non-fiction, war books, and true crime; and another book club that takes place at the Ashwaubenon Community Center. The library collaborates with the Ashwaubenon Historical Society, the Lions and Lioness clubs, Gnome Games and now the Green Bay Booyah.

Challenges the branch faces include the large number of after-school kids that fill up the library; competition for Internet use; lack of private study rooms; small meeting room; not enough handicap parking spaces; and confusion about steps as the only access to the building.

Van Dyck asked what keeps the branch down on checkouts. Giraldez commented that the branch shares customers with the Southwest Branch. She feels that number could improve if there was more space for all visitors, displays and programs. Sugden noted the overall increase in circulation of e-books and other e-media but we do not know who is borrowing them. Rodriguez was interested to know what kids are reading and if there are efforts to attract minorities. Karla replied that outreach has been made to the eastern Indian community and she is working on finding out what the community wants and not guessing making assumptions. Rodriguez noted that some groups are intimidated by the library and a habit of use has to be developed. It is a community problem and diverse groups, in particular, are not in the habit of using the library.

Aubinger commented that if there was a bigger programming space, more might attend more programs. Aubinger asked if the schools have been surveyed about their needs. Giraldez believes connections and relationships are being built. Supervisor Tran commented that Barnes and Noble is also a competitor. Van Dyck asked Giraldez what she would do with a bigger building – what would the library gain. If the building had twice the space more staff would be needed. Quiet workspaces (Think Tanks) are a definite need as is a bigger area for children with more separation from adults. A bigger space would allow the branch to do a better job of reaching out to the business community and supporting entrepreneurs and small business. Aubinger noted her desire for more parking. Pletcher commented that many libraries provide spaces to support entrepreneurs including video conference rooms, etc. Aubinger indicated that Microsoft, a partner in Titledown Tech, might want more library resources. Vander Leest asked if the current location is a good location. Customers like it; it is a good distance from Lambeau Field and within walking distance from schools. Tran stated that Ashwaubenon is not diverse but Giraldez noted that the after-school crowds are diverse including African-Americans, Hispanic and Asian students (a possible result of school choice). Rodriguez indicated that pockets of minorities in high school feel isolated and it is important to help integrate them into the community.

#### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reported that the financial books are not closed so there is not a financial or donations report to share.

#### **FACILITIES REPORT**

Beyler reported that the carpeting replacement project in the lower level at the Kress Family Branch is complete; and a bookmobile exhaust evacuation system was installed in the garage at Central. The cleaning out of a Central storage room containing old furniture is underway with contents being taken to Habitat for Humanity, St. Vincent De Paul, or are being recycled or disposed of. Terrien asked about the plan for the cleared space. Sugden answered that there is some discussion with the county to use space to store county records. Terrien recommended checking building codes on storage use. Running suggested a tour of the area. Vander Leest suggested that other locations might be storing things they do not need. Running asked if snow and ice maintenance is an overload on staff. Beyler replied that some newer and additional equipment would be helpful. To manage weather-related conditions, staff comes in early and stays late and this does present some challenges.

#### **PERSONNEL UPDATE**

Rogers reported that a part-time maintenance worker is being finalized for evenings and Sundays. Recently filled positions include a part-time Library Associate at the Ashwaubenon Branch and a full-time Library Associate at Central. An opening for a clerk at Ashwaubenon is posted. Updates to job descriptions started a year ago or so and the goal is to have them finished by July. Staff Development Day focused on diversity and inclusivity with training for staff on an inclusive workplace by Bob Van Schyndel, from NWTC. The afternoon reflected on the library's initiatives in this area. A training checklist for clerks is nearly complete. Ryan Dowd homelessness training is being reviewed by managers and will be opened up to all staff. Safety, dealing with difficult situations and updated violation reporting are all areas being worked on with staff. Karla Giraldez was trained through Vital Smarts on Crucial Conversations and she will be training all staff on having difficult conversations. This training will be completed by the end of summer.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman noted that Youth Services staff had a booth at the recent Einstein Expo and interacted with over 500 kids using a STEM project. The live, original music series, Stack and Steeples is under way and continues through March 10. A variety of genres are being performed and re attracting a number of people to the library. The Genealogy 101 10 week series –continues through March 20. Local experts lead its bonus programs. On March 13 Fintan Mullan and Gillian Hunt from the Ulster Historical Society in Belfast present at the library, as part of their 2019 USA tour, on "Researching Your Irish Ancestors." The Friends Annual Meeting is scheduled for Sunday at 11 am and will feature a review of their 2018 highlights, election of a board president and secretary, and announcement of the Volunteer of the Year. Staff is already busy planning the Sumer Reading Adventure that kicks off on June 8. The March – May events calendars are at the printers and are expected in time for distribution before March 1.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

**Approve 2018 Collection Development Grant Evaluation Report Motion** by Vander Leest, seconded by Meli, to approve the 2018 Collection Development Grant Evaluation Report. **Motion carried.**

**Approve 2019 Collection Development Grant Application**

Motion by Vander Leest, seconded by Pletcher, to approve the 2019 Collection Development Grant Application. Motion carried.

Presentation and Approval of 2018 Annual Report Motion by Vander Leest, seconded by Pletcher to approve 2018 Annual Report. Motion carried.

**APPROVE SUMMER HOURS – DENMARK BRANCH LIBRARY**

Motion by Vander Leest, seconded by Running, to approve the Denmark Branch summer hours and post at the school and in local newspapers as follows:

MON | WED 1 pm – 8 pm

TUES | THURS 10 am – 5 pm

Motion carried.

APPROVE REVISED BEHAVIOR POLICY This policy is not ready but will be presented at the March meeting. Motion by Vander Leest, seconded by Pletcher to hold until March meeting. Motion carried.

APPROVE REVISED JOB DESCRIPTIONS Motion by Vander Leest, seconded by Pletcher, to take all items (A-C) at one time. Motion carried.

- A. Research Librarian
- B. Local History Librarian
- C. Teen Services Librarian

Aubinger questioned why the lifting requirement is not the same across job descriptions (some are 20# max and others are 40# max) and wondered why there is a difference. It was also questioned why a person is responsible for locking up alone. Rogers replied that there are never less than two staff locking up at any location. Aubinger asked for a strikeout version indicating changes, or highlighting changes or noting what is changing. Rogers agreed to provide one redlined copy and highlight one with new (specifically new) things.

Motion by Vander Leest, seconded by Running, to hold vote on job descriptions until March meeting. Motion carried.

Van Dyck proposed modifying the agenda by moving items 13 and 14 to follow 9. Motion by Vander Leest, seconded by Pletcher, to modify the agenda. Motion carried.

PRESIDENT'S REPORT Van Dyck asked, for presentation at the March meeting, information on where Central systems could reside. Sugden, Van Dyck, County Executive Streckenbach, Doug Marsh from County Facilities and Beth Lemke met and had a good conversation about a library/museum co-location. There are some options for additions and re-design but how it all lays out is difficult. Sugden and Lemke will meet to discuss how the space could work. Hiring an architect so actual costs can be determined is needed. The results of a past co-location study was from a different perspective and things have changed. Meli feels there is a bigger purpose for the Central Library. Feasibility needs to be determined. It was noted that operations do not necessarily belong in a downtown location.

Rodriguez asked Sugden her thoughts on the topic. She believes there is some natural alignment and is excited to talk with Lemke about what a co-location could look like but some concerns include the site and parking, accessibility, governance.

Van Dyck commented that the first hurdle is the cost. The library has programmatic needs and a space needs study is necessary. Meli is curious about management. It would be best to get this done soon so it does not delay other projects. Architect needs to programmatic needs whether the library stays, moves, or co-locates.

Van Dyck stressed that the need for a required square footage and recognizes that the number will likely be higher than what some people believe what it will be. This topic must move forward as the County Executive is working within a specific timeframe.

LIBRARY DIRECTOR'S REPORT There were no questions related to Sugden's written report that was included in the meeting packet. Other items of interest include a review of the volunteer program. It was noted that volunteers do go through a background check. Friends' volunteers are separate from the library's volunteers. Rodriguez is interested in attending meetings about Central Library. Motion by Vander Leest, seconded by Pletcher, to receive and place on file. Motion carried.

OPEN SESSION Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing

of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches. Administrative staff and Supervisor Tran was invited to stay. Motion by Running, seconded by Pletcher, to move into closed session at 7:23 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. Motion by Running, seconded by Pletcher, to return to open session at 7:50 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

No action taken.

OTHER BUSINESS Kathy Pletcher distributed packets she shared with members of the Joint Finance Committee at Library Legislative Day in Madison. She and others were advocating for additional library funding in the Governor's biennial budget. The statewide system redesign (consolidation for systems and services) is a complicated political process. An additional \$1.5M was included in current budget. The handout demonstrates how the money was used to stimulate lifelong learning: online classes offered free to residents; developing Wisconsin's workforce; and improving access to information through science, technology, engineering and math (STEM) programming. Continuing support of Badgerlink and Recollection WI (new) - preserving materials through digitization, are also priorities of the WI Library Association. A Wisconsin library fact sheet illustrates the impact of public, college, university, school and special libraries. As an example, there were 51 million physical items checked out (an average of one million per week); and 12.5 million uses of public internet computers and wireless internet uses statewide.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Pletcher, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 8:10 pm.

NEXT REGULAR MEETING:

March 21, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting of the Brown County Library Board was held on March 25, 2019 at 6:00 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI and KATHY PLETCHER

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, and Emily Rogers (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 6:00 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Vander Leest, seconded by Running, to approve the agenda and minutes. Motion carried.

**APPROVE 2019 PROJECTS FUNDED BY 2018 FUND BALANCE CARRYOVER** Chosa explained the 50 % of saving was from earnings and fringe and explained the proposed carryovers totaling \$85,174. The remaining fund balance after carryover is \$800,919 for which a portion will be spent in the amount outlined in the budget adjustment. Motion by Vander Leest, seconded by Aubinger, to approve the projects funded by the 2018 fund balance carryover. Van Dyck sees carryover as money not spent in previous year and questioned Supplies and wondered if it should be put into fund balance and then, if needed, a budget adjustment be made further down the road. Motion carried.

**APPROVE BUDGET ADJUSTMENT NOTICE – REALLOCATE FUNDS FROM 2019 FUND BALANCE TO OUTLAY-EQUIPMENT FOR THE PURCHASE OF EQUIPMENT THAT IS FAILING, INCOMPATIBLE WITH A WINDOWS 10 UPGRADE, OR PROVIDES EFFICIENCY AND SAFETY IN THE LIBRARY'S GROUNDS MAINTENANCE.** Motion by Vander Leest, seconded by Jacobson, to approve the Budget Adjustment Notice to purchase an air-cooled chiller at Weyers-Hilliard; a replacement cargo van; direct digital controller; five replacement self-checks; excluding the Kubota Tractor with front snow blower. Net fiscal impact is \$179,006. Motion carried. The Board asked that specs and efficiencies on the tractor with front snow blower be presented at the April meeting.

**APPROVE FOOD FOR FINES APRIL 29-MAY 5, 2019** Sugden explained the purpose behind the program suggested from public service librarians. It allows patrons to pay down their fines and help food pantries at the same time. This type of program may bring people back who are staying away. There is criteria for what is accepted and a limit on what they can pay. Vander Leest asked what an average weekly collection of fines. Jacobson suggested expanding the collection to include hygiene items. Motion by Running, seconded by Vander Leest, to approve the Food for Fines amnesty program, April 29-May 5, 2019 for the elimination/reduction of overdue fines. Motion carried. Vander Leest suggested looking into SDC, the collection agency that many government departments are using.

**APPROVE CLASSIFICATION AND COMPENSATION PLAN** The County hired an outside company (Pay Scale) to conduct the class and comp study. County Admin worked with the library for better comparables. The adjustment policy increases 43 staff to minimum compensation rate. Motion by Vander Leest, seconded by Running, to approve the Classification and Compensation plan. Motion carried.

**APPROVE CLASSIFICATION AND COMPENSATION POSITION REVIEW** Motion by Jacobson, seconded by Vander Leest, to approve the Classification and Compensation Position Review, moving Administrative, Library Service, and Technical Services Clerks from Grade B2 to Grade C. Motion carried.

### **APPROVE REVISED JOB DESCRIPTIONS**

**LOCAL HISTORY LIBRARIAN** Motion by Vander Leest, seconded by Aubinger, to approve the Local History, Librarian, and Teen Services Librarian job descriptions and to adjust the physical demands language in previously approved job descriptions. Motion carried.

**APPROVE OUT OF STATE TRAVEL – CHICAGO COMIC & ENTERTAINMENT EXPO** Motion by Vander Leest, seconded by Running, to approve the out of state travel of three library staff. Motion carried. The Board would like a report of the conference from the attendees.

**OTHER BUSINESS** Terrien mentioned that reference materials need updating. He recently asked for certain items that the library does not own and he was referred to NWTC. Examples of various trade books included International (building) Code Commentaries and HVAC Manuals J and S. Since UWGB and NWTC has a focus on engineering, it would be helpful to find out what they offer and work together. It was also suggested that the library assess purchasing a trade collection.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** It was suggested to review the day and time of meeting. Motion by Vander Leest, seconded by Rodriguez, to reschedule the April meeting to Monday, April 29. **Motion carried.** It will be held at either Weyers-Hilliard or the Kress Family Branch.

**ADJOURNMENT** **Motion** by Vander Leest, seconded by Terrien, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:05 pm.

**NEXT REGULAR MEETING:**

April 29, 2019

5:15 p.m.

Weyers-Hilliard Branch Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, April 3, 2019**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302 - 6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>x</u>	Kathleen Janssen	<u>x</u>	Terry Schaeuble	
Brian Brock	<u>x</u>	Dotty Juengst	<u>Exc</u>	Glen Severson	<u>x</u>
Norbert Dantine, Jr.	<u>x</u>	Dave Kaster	<u>x</u>	Ray Suennen	<u>x</u>
Bernie Erickson	<u>x</u>	Michelle Kerr	<u>x</u>	Norbert Van De Hei	<u>Exc</u>
Kim Flom*	<u>x</u>	Patty Kiewiz	<u>Exc</u>	Jason Ward	<u>x</u>
Steve Grenier	<u>x</u>	Dave Landwehr	<u>x</u>	Matthew Woicek	<u>x</u>
Mark Handeland	<u>x</u>	Aaron Linssen	<u>x</u>	Reed Woodward	<u>x</u>
Matthew Harris	<u>x</u>	Michael Malcheski			
Frederick Heitl	<u>x</u>	Austin Miloszewicz	<u>Exc</u>		
Phil Hilgenberg	<u>Exc</u>	Gary Pahl	<u>x</u>	City of Green Bay (Vacant)	

**Others Present:** Everett Butzine, Lisa Conard, Chuck Lamine, Cole Runge, \*Peter Schleinz for Kim Flom, Dan Teaters, and Devin Yoder.

1. Approval of the minutes of the February 6, 2019 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by B. Brock, seconded by G. Severson, to approve the minutes of the February 6, 2019 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file meeting minutes of the Brown County Transportation Coordinating Committee (TCC)
  - a. December 4, 2017
  - b. March 12, 2018
  - c. June 11, 2018
  - d. September 10, 2018
  - e. December 3, 2018
  - f. March 11, 2019

A motion was made by S. Grenier, seconded by G. Pahl, to receive and place on file the December 4, 2017, March 12, 2018, June 11, 2018, September 10, 2018, December 3, 2018, and March 11, 2019 meeting minutes of the Brown County Transportation Coordinating Committee (TCC). Motion carried.

3. Receive and place on file the Draft March 13, 2019 BCPC Board of Directors Transportation Subcommittee meeting minutes.

A motion was made by G. Pahl, seconded by G. Severson, to receive and place on file the Draft March 13, 2019 BCPC Board of Directors Transportation Subcommittee meeting minutes. Motion carried.

4. Discussion and action regarding draft goals and objectives for the Brown County Comprehensive Plan Update.

D. Yoder presented via PowerPoint.

D. Yoder noted that staff consulted several resources to help draft the goals and objectives.

1. The Greater Green Bay Community Foundation's 2016 LIFE Study provides a range of community indicators to help identify community wellness in Brown County.
2. The Bay Area Community Council's 2018 Greater Green Bay – *Envisioning the Future* report examines key change factors that might shape the future of Brown County and the Green Bay

metro area, and a range of goals and strategies to shape that future. This report is built from the data and information collected in the 2016 LIFE study.

3. The Greater Green Bay Chamber created the Economic Development Strategic Plan in 2017 for the Greater Green Bay area. The strategic plan is to help guide the metropolitan area's economic development, specifically around the most promising economic growth opportunities based on current conditions and analysis. This plan helped integrate economic development opportunities into the goals and objectives for the 2019 Brown County Comprehensive Plan.
4. The Brown County Planning Commission created online surveys for the different plan elements, and solicited community feedback for these through a variety of sources.

D. Yoder reviewed the comments staff received through the online survey by category:

- Envisioning BC - Land Use in Brown County (77 responses)
  - Positives:
    - Parks and open space
    - Water resources - the Bay, rivers, streams, and lakes
    - Downtown Green Bay rejuvenation
  - Concerns:
    - Sprawl and development in rural areas
    - Some commercial areas faring better than others
  - Favorite places:
    - Parks, Bay Beach, Wildlife Sanctuary
- Connecting BC - Transportation in Brown County (68 responses)
  - Majority felt they had ability to get around, but more difficult for people without a car in rural areas, and kids.
  - Existing highway network is in good condition
  - Would like to see more:
    - Bus stops;
    - Bicycle facilities;
    - Improved surface street conditions;
    - Inter-city travel options
- Living In BC - Housing in Brown County (33 responses)
  - Need more housing options for young adults, young families, and empty nesters/older adults
  - Newer housing is not affordable
  - Quality and affordability;
  - Neglect
- Building BC - Economic Development in Brown County (26 responses)
  - Educational opportunities
    - Good educational options
    - Continue to link job training and educational partnerships
  - Economy diverse, continue to grow more skilled labor
  - Talent retention
- Exploring BC - Natural and Cultural Resources in Brown County (33 responses)
  - Water resources and parks
  - Protect unique natural features
  - Continue to protect air and water quality
  - Opportunities for more educational and cultural opportunities



- Farming BC - Agriculture in Brown County (26 responses)
  - Farmland protection
  - Farmers' markets
  - Educational and marketing opportunities
  - Agricultural runoff and water quality
  - Limit subdivisions/development in rural areas
- Uniting BC - Intergovernmental Cooperation and Utility and Community Facilities (26 responses)
  - Generally positive responses for County facilities
  - Questions and concerns about future energy production
  - Flood protection and stormwater management
  - Continued cooperation between communities
  - Service sharing
- Healthy BC - Health in Brown County (39 responses)
  - Lack of healthy food options and grocery stores in some areas
  - Exercise and climate
  - Mental health services and health care costs
- General Comments (27 responses)
  - Homelessness issues
  - Recruiting and retaining talent to region – don't get left behind to other areas in WI and Upper Midwest
  - Continue to plan proactively – prevent future problems
  - Collaborating across jurisdictions and service consolidation

G. Pahl stated that he agrees with the need for mental health services and the need to get mental health service information to the public.

R. Suennen asked if the results of the online survey surprised staff.

D. Yoder noted that lack of "bridge" comments surprised him.

A. Linssen agreed that it is important to emphasize infill development and avoid sprawl. A. Linssen asked what kind of tools were available to staff.

D. Yoder noted that municipal strategies for doing so include permitting processes and tapping into funding resources.

C. Lamine noted that on the county end, the Brown County housing rehabilitation program can assist (The City of Green Bay has a similar program). Tax Increment Financing (TIF) and sewer service area controls can be used as tools.

Discussion occurred regarding the high density Centennial Center development located in the Village of Hobart.

K. Janssen noted that the Town of New Denmark uses zoning to preserve the rural atmosphere of the town.

M. Handeland noted that he grew up in Milwaukee and noted that in the 1960s and 1970s people left the core. Now, people are moving back to the core.

S. Grenier noted the City of Green Bay is developing land on South Broadway known as the Shipyard and noted it is a great example of infill.

Staff noted that individual draft chapters will be presented at upcoming meetings.

A motion was made by G. Pahl, seconded by J. Ward, to receive and place on file was the draft goals and objectives for the Brown County Comprehensive Plan Update. Motion carried.

5. Presentation and discussion on the completed Town of Holland Comprehensive Plan Update.

C. Lamine noted that it is important to keep the planning commission informed on the work staff does for Brown County communities.

D. Teaters noted that the Brown County Planning Commission staff was hired by the Town of Holland to complete a comprehensive plan. The work began in 2017 and was completed in 2018.

D. Teaters noted that Holland is a very rural community and not a lot of change had occurred since the last comprehensive plan was prepared. However, this process allows staff and the community to review policies and procedures and identify what has worked and what has not worked. D. Teaters noted that this is the town's plan and not Brown County's plan. Every effort is made by staff to reflect the wishes of the town.

D. Teaters continued that the town, in its efforts to maintain a rural atmosphere, relies on its zoning code and the Brown County Farmland Preservation Plan.

F. Heitl noted that he represents the town on the planning commission. F. Heitl noted that D. Teaters did a fantastic job. D. Teaters was fair, impartial, and transparent.

6. Director's Report.

a. Welcome Everett Butzine, Planner 1 – Housing

C. Lamine welcomed E. Butzine to the staff. E. Butzine is a graduate of UW-Oshkosh with a Bachelor's degree in Urban Planning. E. Butzine has worked for the Winnebago County Housing Authority and the City of Oshkosh. C. Lamine stated that E. Butzine would be working with the housing rehabilitation program and Community Development Block Grant (CDBG) program.

C. Lamine stated that staff will be presenting the draft Safe Harbor Study at a future meeting. Staff received a Coastal Management Grant to complete the study.

C. Lamine stated that with the addition of the Brown County Housing Authority, the PALS department floor plan was redesigned to accommodate an additional office needed for staff.

C. Lamine, project manager for the (Science Technology, Engineering and Math) STEM building, stated construction is proceeding. However, there have been numerous bad weather days since construction began and the project was recently accelerated to allow for a completion date of August 15, 2019. The building is located on the UW-Green Bay campus and will house 80 engineering students this fall.

7. Brown County Planning Commission staff updates on work activities during the months of February and March 2019.

A motion was made by S. Grenier, seconded by A. Linssen, to receive and place on file the staff updates on work activities during the months of February and March 2019. Motion carried.

8. Other matters.

K. Janssen noted that a Canadian National (CN) rail crossing on Frontier Street (near the Twin Oaks Golf course) is in poor condition and considers it to be a hazard. Requests by the town to CN have gone unanswered. K. Janssen asked if Brown County had any type of authority over rail/street crossings.

C. Runge noted that past attempts to engage rail companies in this regard have gone unanswered and Brown County has no authority over crossings.

The crossing are owned by the rail company and communities are not allowed to go in and fix them on their own.

B. Brock and S. Grenier confirmed.

G. Pahl noted that the Town of Wrightstown cut the grass in roadway ditches last fall which helped with the flooding the area experienced this spring.

G. Paul advocated for cover crops to slow run-off.

9. Adjourn.

A motion was made by G. Paul, seconded by G. Severson, to adjourn. Motion carried.

The meeting adjourned at 7:31 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
April 3, 2019**

**February and March 2019 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the Brown County Planning Commission meeting February 6, 2019.
- Attended Economic Development Committee Department Head meeting with County Executive.
- STEM Innovation Center Building Project Management:
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended weekly Construction Progress Meetings with construction and architecture representatives.
  - Reviewed contractor supplier specifications with architect and Brown County Facilities staff.
  - Reviewed project change order requests.
  - Prepared reports and field orders associated with weather related delays.
  - Met to discuss donor recognition wall.
  - Met to discuss donor dedication options.
  - Met to discuss landscaping plan, vegetated roof and Mongin garden.
  - Coordinated with Risk Manager and Wisconsin State Building Commission staff for agreement document for \$5 million grant.
  - Coordinated with UWGB Foundation for first draw of \$1.5 Million of \$5 Million contribution toward the STEM innovation Center project.
  - Presented construction Updates to Planning, Development and Transportation Committee.
- CDBG Housing program:
  - Assisted Senior Planner - Housing with project coordination.
  - Completed interviews and recruitment for vacant Planner I Housing position.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended a meeting of the Advance Municipal Issues Committee to discuss on line mapping of business parks in Brown County.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
  - Reviewed class and compensation study results
- Coordinated and led Planning and PALS Managers staff meetings.
- Brown County Housing Authority (BCHA)
  - Met with City of Green Bay Planning staff and Brown County Housing Authority (BCHA) staff to discuss HUD lead testing requirements.
  - Received approval of conflict of Interest waiver request for HUD.
  - Facilitated accounting coordination with Brown County Administration staff and Housing Administrator.

- Coordinated office remodeling and office relocation for BCHA staff.
  - Monthly coordinating meetings with BCHA Chair.
  - Monthly coordinating meetings with ICS staff.
  - Met with representatives of Cardinal Capital Management, Inc. to tour facilities and discuss programming.
  - Assisted with review of Broadway Lofts project loan and grant agreements.
  - Met with WHEDA representative to discuss WHEDA housing programs.
  - Met with representative of EPH non-profit.
  - for HAP agreements.
- Coordinated with Senior Planner and Corporation Counsel regarding Open Records Request.
- Attended and Chaired the Green Bay/Brown County Professional Football Stadium District meeting February 18.
- Met with Principal Planner, County Executive and representatives of City of De Pere, Town of Lawrence and Greater Green Bay Area Chamber of Commerce regarding progress on the Southern Bridge corridor project.
- Coastal Management Grant Safe Harbor Study.
  - Reviewed Safe Harbor Study to evaluate potential implementation measures.
  - With Senior Planner, Parks Manager and Risk Management staff had two meetings with owners of Eagles Nest Marina Property to discuss potential acquisition for Brown County boat landing and safe harbor.
  - Coordinated with DNR staff to discuss potential for Stewardship and LAWCON Grant Funds for acquisition of Eagles Nest property
  - Coordinated request for an appraisal of property values for Eagles Nest property.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Participated in a BUILD grant award recipient conference call with representatives of WisDOT, USDOT, and the Federal Highway Administration (FHWA) to discuss the project agreement, schedule, and other project details.
- Participated in a BUILD project development meeting with representatives of WisDOT, Brown County Public Works Department, and Ayres Associates.
- Reviewed and commented on a letter from WisDOT to FHWA regarding receiving advance construction funding for the STH 29/CTH VV interchange BUILD project.
- Developed a PowerPoint summary of the STH 29/CTH VV interchange BUILD project and presented the summary during a meeting of the Hobart, Howard, Ashwaubenon, Lawrence, Oneida, Suamico (HHALOS) group. Also answered questions from meeting participants about the project and BUILD grant.
- Participated in two call-in meetings with representatives of the City of Green Bay, Green Bay Area Public School District, Wello (formerly Live54218), and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Participated in a meeting of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan Advisory Committee.
- Reviewed the Draft Existing Conditions section of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Reviewed and submitted comments to WisDOT about WisDOT's final draft revisions to the Memorandum of Understanding (MOU) between WisDOT and the Green Bay, Fox Valley, and Sheboygan MPOs for the Northeast Wisconsin Region Travel Demand Model. Also discussed

my comments with a representative of WisDOT's Travel Demand Forecasting Division (**This activity addresses a 2018 TMA Certification Review recommendation**).

- Completed the Section 85.21 Program's annual financial report for 2018 and submitted the report to WisDOT.
- Developed a county budget adjustment request to use funding from Brown County's Section 85.21 Program Trust to fund a solicitation process for capital projects that benefit seniors and people with disabilities in Brown County. Also presented the proposed budget adjustment and project concept to the Brown County Board's Planning, Development, and Transportation Committee. Following the committee's approval, I attended a meeting of the Brown County Board for final approval.
- Worked with the Transportation/GIS Planner to develop application materials and guidelines for the Section 85.21 Program Trust capital project solicitation process. Also developed correspondence to send to potential applicants and distributed the correspondence with the application materials and guidelines.
- Developed information for the March meeting of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Also chaired the TCC meeting and facilitated the selection of a TCC subcommittee for reviewing funding applications submitted during the Section 85.21 Program Trust capital project solicitation process.
- Worked with the Transportation/GIS Planner to develop requirements for a request for quotes for specialized transportation services funded by the Section 85.21 Program.
- Researched the Village of Hobart's municipal codes to find possible opportunities to increase the number of bicycle and pedestrian facilities and connections in the village for the Hobart Pedestrian-Bicycle Master Plan. Also researched the bicycle and pedestrian plans for the communities surrounding Hobart to identify potential bicycle and pedestrian facility connection opportunities between Hobart and the communities.
- Worked with the County Senior Local Assistance Planner to organize the first meeting of the Hobart Pedestrian-Bicycle Master Plan Advisory Committee.
- Developed a PowerPoint summary of freight transportation projects and plans in Brown County and presented the summary to the Howard-Suamico Optimist Club. Also answered questions from club members.
- Organized a BCPC Transportation Subcommittee meeting to discuss the WisDOT Division of Transportation Investment Management's (DTIM's) recent decision to not allow Surface Transportation Block Grant (STBG) funding to be added to a project in the Green Bay Urbanized Area. Also developed the meeting agenda and distributed the meeting materials to the subcommittee members.
- Worked with the Senior Transportation Planner to develop a staff report to the BCPC Transportation Subcommittee regarding WisDOT DTIM's decision to not allow STBG funding to be added to a project in the Green Bay Urbanized Area. Also answered questions from subcommittee members regarding staff's opinion about this decision and provided a recommendation as to how to proceed.
- Prepared and participated in a conference call with the Senior Transportation Planner and representatives of WisDOT DTIM in Madison and the WisDOT Northeast Region to discuss DTIM's funding decision and propose methods of addressing the decision.
- Participated in a webinar called "The Road to Autonomous Vehicles" with the rest of the MPO staff.
- Developed the MPO's report and reimbursement request for the fourth quarter of 2018 and sent them to WisDOT. Also developed a transportation program expense report for the fourth quarter and sent it to the Brown County Administration Department.

- Prepared for and participated in several meetings with Brown County staff for the development of the Port Opportunity Study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Researched state and federal regulations for establishing docks for large ships on the Bay of Green Bay side of the Pulliam Plant site (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in a meeting with state legislators and representatives of Brown County, City of Green Bay, and WE Energies to discuss possible redevelopment concepts for the Pulliam Plant site in Green Bay (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in a meeting with City of Green Bay and BCPC staff to discuss possible redevelopment concepts for the Pulliam Plant site (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Prepared for and participated in meetings with BCPC staff for the development of the Brown County Comprehensive Plan Update.
- Reviewed and commented on the Draft Goals and Objectives for the Brown County Comprehensive Plan Update.
- Researched school crossing guard placement policies and criteria at the request of the City of De Pere.
- Met with the County Planning Director and a representative of GoRail to discuss the freight rail industry.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Began update to the *Green Bay Metropolitan Planning Organization (MPO) – 2045 Long-Range Transportation Plan (LRTP)*.
- Finalized *Major Amendment #1 to the 2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*.
  - Prepared fiscal constraint demonstration.
  - Submitted amendment to FHWA, FTA, and WisDOT for approval consideration.
  - Amendment approved by the WisDOT Secretary on January 20th
- Finalized and published *2018 Annual Listing of Obligated Projects for the Green Bay Urbanized Area* per federal regulations. Over \$32,000,000 in federal dollars were spent on surface transportation projects in the Green Bay urban area in 2018.
- Began and completed collecting data and writing the *2019 Green Bay Metro – Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, paratransit program, and other issues were examined. Provided an overview to the Transit Commission via PowerPoint.
- Co-wrote staff report regarding a Surface Transportation Block Grant (STBG) Program project scheduling issue, potential options, and impact on overall program. Created a PowerPoint and presented to the Transportation Subcommittee.
- Collaborated with Transportation Planner/GIS to create a map showing Green Bay Metro bus routes and bus stops as they serve urban area community gardens (UW-Extension program).
- Attended second of four stakeholder meetings held by the consulting firm hired to conduct a feasibility study to determine if commuter service between Fond du Lac-Oshkosh-Appleton-Green Bay via I-41 is warranted. The East Central Wisconsin Regional Planning Commission (ECWRPC) has received a grant to conduct the study and is the lead on the project.
- Reviewed a number of applications and participated on an interview panel for the vacant Brown County Mobility Coordinator position.

- Appointed to the Employee Benefits Advisory Committee (BAC) as a representative of the seven departments reporting to the Planning, Development, and Transportation Committee (PD&T). Attended March meeting. (This work is done on employee's own time.)
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended webinar entitled *The Road to Autonomous Vehicles* sponsored by the FHWA.
- Participated in the Green Bay Transit Commission meetings on February 20 and March 20.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on March 11. Recorded and wrote minutes.
- Participated in a Brown County Planning Commission Board of Directors Transportation Subcommittee on March 13. Recorded and wrote minutes.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County All Hazards Mitigation Plan.
  - Held a meeting with both the Steering Committee and Planning Committee
  - Gathered demographic information
  - Completed draft chapters 1 & 2
- MS4 Permit
  - Attended meetings with the BC Highway Department and OMNI Associates to discuss and gather the information necessary to complete the County's MS4 Permit.
- Certified Survey Maps (CSMs)
  - Began Review of 27 new CSMs
  - Completed review of 18 CSMs
  - Signed and filed 19 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 1
    - C of Green Bay: 6
- Plats
  - Preliminary Plats
    - Began review of 1 preliminary plats
    - Completed review of 0 preliminary plats
  - Final Plats
    - Began review of 0 final plat
    - Completed review of 2 final plats
  - City Plat Reviews
    - Reviewed 0 plats in the City of Green Bay and 0 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 0 ESA Plan Correction
  - Completed 2 Steep Slope Affidavits
  - Uploaded 0 ESA amendments to WDNR SWIMS account
  - Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Sewer Service Area Amendments (SSA)
  - No activity
- Water Quality Management (WQM) Letter



- Completed 6 reviews/letters
- Brown County Comprehensive Plan
  - Assisted in the development of the Goals and Objectives
  - Gathered demographic data
- Assisted numerous members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Attended and presented a proposal to the WI Coastal Management Grant Presentation/Hearing.
- Attended a webinar to investigate the WDNR Urban Nonpoint Source and Storm Water Grant program.
- Phone conference with WDNR to discuss the Water Quality Grant.
  - Discussed 2018 in review and expectations for 2019.

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Met with staff and Town of New Denmark Board members to start comprehensive plan processes and set date for town visioning session.
- Attended March 12, 2019 Town of Glenmore Planning Commission meeting to talk about planning tools and community growth.
- Attended UW Extension webinar meeting on regional planning lessons learned for Foxconn development at the City of De Pere.
- Prepared visioning session flyers for the Town of New Denmark and Village of Denmark for their respective upcoming workshops.
- Continued to work with Town and Village to prepare visioning workshops.

**Brown County Comprehensive Plan**

- Posted public survey on the Brown County Planning and Land Services website.
- Assisted people with questions about the survey.
- Interviewed with Fox 11 News about the public input process and requested public feedback.
- Made media appearance on Fox 11 News to talk about public input process on February 28<sup>th</sup>.
- Drafted comprehensive plan goals and objectives for BCPC first review.

**Short-term Transportation Planning**

- Worked with other staff on mapping and site analysis of the Pulliam Plant site.
- Met with other Brown County staff to discuss Pulliam site constraints.
- Met with other County and City staff to talk about moving the C. Reiss coal, and future port growth.
- Created online survey and mapping application for the Village of Hobart bicycle and pedestrian planning process.
- Met with port stakeholders to discuss future port needs.
- Worked with other planning staff to evaluate different possible site concepts for development viability.

**Safe Harbors Study**

- Discussed the Eagle's Nest property with other BC staff.
- Met with owners of the Eagle's Nest property to discuss their future plans.

- Met with other Brown County staff to cover review procedures for RFPs.
  - Reviewed and scored five RFPs for harbor design and park planning at Bay Shore Park.
- Attended Ed and Rec Committee meeting on 2/28 to provide an overview of the Safe Harbors Study.
- Visited Eagle's Nest site to look at the main building and rental units.
- Worked with other planning staff to start property appraisal process.

#### **Town of Green Bay Area Development Plan**

- Worked with Town Clerk to coordinate public hearing for February 19<sup>th</sup>, and drafted notice to adjacent municipalities and governmental entities for the public hearing.
- Attended the public hearing on February 19<sup>th</sup> to provide a project overview and to answer questions about the proposed comprehensive plan amendment and zoning ordinance update.
- Finalized zoning overlay ordinance and comprehensive plan update following adoption by Town Board on March 19, 2019.

#### **The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered one (1) final housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered seven (7) initial HQS inspections for CDBG clients.
- Prepared and ordered one (1) final site inspection for a CDBG client.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and ordered four (4) asbestos assessments for CDBG clients.
- Met with five (5) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Met with one (1) Brown County RLF client and the contractor to prepare them for their future rehabilitation project.
- Opened six (6) new CDBG applications.
- Prepared and closed two (2) Brown County RLF Loans.
- Prepared and closed six (6) CDBG Housing Rehabilitation Loans.
- Prepared five (5) CDBG Environmental Reviews.
- Prepared and corresponded with five (5) bid documents to CDBG applicants for future rehab projects.
- Reviewed and approved one (1) subordination for an existing CDBG client.
- Reviewed and prepared two (2) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Attended staff meetings.
- Preparing and training our new Planner I – Housing Position.
- Prepared, organized and submitted CDBG reporting to WDOA-DEHCR.
- Prepared for and attended a Brown County Sanitation NE Wisc Regional Meeting to discuss our programs and how we can coordinate efforts to help those in need in Northeast Wisconsin.
- Prepared, attended, and presented at a Newcap, Inc. staff meeting in Marinette/Oconto County.
- Prepared, attended, and presented at a meeting with Kewaunee County Human Services to discuss our programs and how we can coordinate efforts to help those in need in Northeast Wisconsin.

- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

**The recent major planning activities of Everett Butzine, Housing Planner:**

- Organized and filed five (5) Community Development Block Grant (CDBG) Housing Loan files.
- Assisted in the preparation and ordering two (2) housing quality standards (HQS) inspection(s) for CDBG client(s).
- Prepared and sent two (2) new CDBG applications.
- Assisted with two (2) initial phone interviews for CDBG Housing Rehabilitation Loan Applications.
- Attended staff meetings.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County Revolving Loan Fund (RLF) Program.

**The recent major planning activities of Adam Kofoed, Housing Administrator:**

- Constructed the meeting packet and was the staff lead for the February BCHA board meeting.
- Completed a housing profile on the BCHA for the state of Wisconsin Association of Housing Authorities.
- Conducted a rent reasonableness study to help our subcontractor work out better rent for some of our community's larger affordable housing units.
- Attended five (5) training sessions with City of Green Bay staff to learn about the day-to-day duties with the BCHA.
- Attended a four-day training called Housing Choice Voucher Management Program.
- Attended two (2) meetings with the BCHA's subcontractor to discuss the February and March BCHA board meeting.
- Attended two (2) meetings with partnering agencies regarding the BCHA's new Family Unification Program vouchers to establish roles for each agency.
- Contacted and communicated with businesses, tax intercept programs, and federal grant registration organizations to update the BCHA's new address and administrator information.
- Completed two (2) repayment agreement with clients who received over payments in the housing voucher program.
- Received a \$90,000 grant for the Family Self Sufficiency FSS HUD voucher program.
- Completed year-end procedures with City of Green Bay staff and the BC Finance Department.
- Completed a memorandum regarding the BCHA's policy on lead in water and lead based paint for an audit of HUD conducted by the Office of Inspector General.
- Answered questions from the Office of Inspector General as it related to the BCHA's lead policies.
- Attended a meeting regarding the new state law involving new housing reporting requirements.
- Continued to work in coordination with the HUD field office in Milwaukee to ensure the BCHA was in compliance with HUD regulations.

- Renewed the BCHA Systems Award Management account which will allow the BCHA to receive Federal grants.
- With the help of staff, we mailed 116 tenancy letters to deferred loans given by the BCHA to verify owners were still living in the house.
- Attended one (1) regional WAHA meeting with the NE Wisconsin housing authorities.
- Completed drafted loan documents for a low income housing tax credit project partially financed by the BCHA.
- Met with two (2) housing agencies on how to better coordinate efforts in the future.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Switching back to the older Motorola system required a lot of time. Attended several meetings and software vendor demos to evaluate next steps for a replacement system.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed. Assisting with GIS integration.
- Working with the Census Bureau to provide information for the upcoming census. Provided GIS data for the Boundary Annexation Survey in early March.
- Provided parcel GIS data to the Wisconsin Department of Administration for the "v5" statewide parcel map database project.
- Attended an "Acceptable Loss" meeting with Tech Services and others on that committee
- Attended a "LiDAR for LOMAs" webinar.
- Assisted with the PALS office changes (new cubicles, storage space, etc.).
- Assisted Emergency Management with mapping of flood-impacted roads during the flooding events of mid-March.
- Continued editing and maintaining the GIS database, web servers, etc.
- Working with Tech Services on setting up a Google Business account.
- Provided GIS information for various county departments as needed including Parks, District Attorney, Administration, Health, Port, and Airport.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.
- Vacation March 21-25.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

**Addressing**

- Assigned an address in the Town of Holland.

**Green Bay Metro**

- Updated route 16, 3, 4, 11, and 17 as requested by Metro. Updated route 15 and 7 to show the correct bus path. Updated all maps related to the changes.
- Obtained bus stop data from Metro and began to update bus stop data inventory by verifying each bus stop through Metro bus tracker application.
- Provided bus stop data to a staff at Bay Lake Regional Planning Commission.
- Updated bus shelter and bench data.

### **85.21 Program**

- Continue to work with the Purchasing Department to develop a Request for Quote to find a vendor to provide specialized transportation service for seniors and individuals with disabilities in Brown County.
- Prepared and drafted materials for the solicitation of the 85.21 trust fund.
- Collected and recorded ridership and invoice data from the 85.21 Program recipients for the month of January and February.

### **Other Tasks**

- Assisted an administrative staff at the Unified School District of De Pere to learn how use ArcMap. Provided the staff with links to videos on how to use ArcMap and ArcGIS Pro software programs. Provided the staff with shape file data (Unified School District of De Pere boundary, attendance boundaries, hazard areas, etc.).
- Updated the specialized transportation service areas map.
- Continue to collect data for the performance measures report.
- Completed land use inventory for the Town of Rockland and City of De Pere. Began to update land use inventory for the Town of Lawrence.
- Created a shape file data for the right-of-way for all county highways in Brown County.
- Provided transit data to a staff at East Central Wisconsin Regional Planning Commission.
- Created four maps for the Village of Hobart Bicycle and Pedestrian Plan.
- Posted announcements on Facebook and Twitter.
- Posted meetings for the TCC and Transportation Subcommittee on the website.

### **Webinars and Meetings**

- Participated in the bi-monthly Greater Green Bay Active Communities Alliance meeting on February 6.
- Participated in the webinar, Census Data – Participant Statistical Areas Program (PSAP) General Participant Webinar, on February 5.
- Participated in the webinar, The Road to Autonomous Vehicles, on February 27.
- Participated in the webinar, Land of Opportunities Zones – Kickstart Investment Using Maps, on February 28.
- Participated in PALS staff monthly meetings.

### **The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Continued the land use inventory for the Town of Scott as part of the Brown County comprehensive plan.
- Completed the site map for the Pulliam Site as part of the Port Opportunities study (**This item addresses a 2018 TMA Review Recommendation**).
- Created a map of the floodplain at the Pulliam Site as part of the Port Opportunities study (**This item addresses a 2018 TMA Review Recommendation**).
- Reviewed the ADA compliancy of bus stops for Green Bay Metro's fixed routes as part of the ADA Transition Plan (**This item addresses a 2018 TMA Review Recommendation**).
- Began conducting a land use inventory for the Village of Suamico as part of the Brown County comprehensive plan.
- Participated in the webinar: *Rethinking Streets for Bikes: An Evidence Based Guide of Bike-Friendly Streets Retrofits* on February 27<sup>th</sup>.

- Participated in the webinar: *The Road to Autonomous Vehicles* on February 27<sup>th</sup>.
- Attended regular BCPC staff meetings.
- Research ongoing efforts to expand container-on-barge services using specialized vessels on the Mississippi River along with efforts to expand container shipping on the Great Lakes as part of the Port Opportunities Study (**This item addresses a 2018 TMA recommendation**).
- Presented a progress report on the development of an ADA Transition Plan to the Transportation Coordinating Committee on March 11<sup>th</sup>.
- Created a map for the UW-Extension showing the proximity of bus stops to UW-Extension community gardens in the Green Bay Metropolitan Planning Area.
- Created a map identifying select senior living facilities' proximity to Green Bay Metro's fixed route service and paratransit buffer.
- Updated the ADA non-compliant curb cuts maps and missing detectable surface warning maps for the ADA Transition Plan.
- Attended the Local Land Use Planning and Zoning Teleconference on, "Regional Planning for Change in a Big Way: Foxconn" in De Pere on March 13<sup>th</sup>.
- Began conducting a land use inventory for the Village of Howard as part of the Brown County comprehensive plan update.
- Met with staff from the City of Green Bay to review concept maps for the Port Opportunities Study (**This item addresses a 2018 TMA recommendation**).